DELEGATION OF CLASSIFICATION AUTHORITY (DCA)

"A NEW APPROACH - 98"

Civilian Personnel Advisory Center
Fort Monroe, Virginia
HTTP://WWW-TRADOC.ARMY.MIL/CPAC

PURPOSE

Part I

⇛ Background

Part II

 HQ Implementation Plan

Part III

 Director Level Training on DCA

BACKGROUND

Converging Initiatives

- ✔ Delegation of Classification Authority (3/98)
- ✔ Regionalization
  - ⇒Classification proponency to SECPOC 11/17/97
- ✔ Modernization
  - Automation (PD Library, COREDOC, Automated Master File, PERMISS, CPOL, FASCLASS, Ft Monroe CPAC Home Page)

BACKGROUND

- ✔ Classification and Budget Authority delegated at HQ TRADOC in 1990 under Manage Civilian to Budget (MCB)
- ✔ Delegated to Directors
- ✔ CPAC provided advisory classification decision

POLICY AND GUIDANCE ON DELEGATION

OASA(M&RA) Guidance on DCA, dated 17 Nov 97

- ✔ Available on CPAC Home Page
- ✔ Rescinds Managing Civilians to Budget (MCB)
- ✔ Delegate classification authority to managers through chain of command **or** to CPOC
- ✔ No classifiers in CPAC

POLICY AND GUIDANCE ON DELEGATION (DCA)

TRADOC Policy

- ✔ Delegate to management
  - ⇛ No lower than directorate level
- ✔ Training mandatory
- ✔ Local procedures to resolve alignment issues
- ✔ Accountability

HQ TRADOC IMPLEMENTATION PLAN

- ✔ Delegated through supervisory chain
  - No lower than Director
- ✔ HQ TRADOC Civilian Personnel Management Policy Memo 690-3, dated 17 May 99 still valid
- ✔ Elevate classification disagreement or precedent setting action to C/S

HQ TRADOC IMPLEMENTATION PLAN

- Mandatory Training Prior to Delegation
  - ✔General Officer
    - Executive Briefing (30 minutes)
  - ✔Director
    - Briefing on philosophy and demo automation tools (2 hours)
  - ✔Director or designee (Staff Writer)
    - In-depth classification training (8 hours)
- Delegation Letter issued after

RESPONSIBILITIES

Commander

✔ Delegate and exercise classification authority

✔ Implement accountability measures

✔ Take corrective action if authority is abused

✔ Train managers and supervisors

✔ Meet labor organizations obligations

RESPONSIBILITIES

Managers and Supervisors

- ✔ Attend required training
- ✔ Exercise authority consistent with policy and regulations
- ✔ Contact CPOC for technical information
- ✔ Use automation tools
- ✔ Document classification rationale

RESPONSIBILITIES

Staff Writers

✔Attend required training

✔Perform analysis for Manager exercising consistent with policy and regulations

✔Contact CPAC on general procedures

✔Contact CPOC for technical information

✔Use automation tools

RESPONSIBILITIES

CPAC Advisors (on-site) provide guidance on:

- ✔ PD format
- ✔ Appropriate classification standards
- ✔ Use of automation tools
- ✔ Reorganization Planning
- ✔ Position Management
- ✔ Classification Appeal Procedures
- ✔ Alignment, High Grade, etc.

RESPONSIBILITIES

SECPOC Classifiers (Ft Benning, GA):

- ✔ Advise on standards interpretation
- ✔ Provide classification advisories, as requested
- ✔ Conduct position audits when requested or needed (phone, e-mail, FAX, TDY)
- ✔ Provide feedback to supervision on classification disagreement

CLASSIFICATION PHILOSOPHY

- ✔Focus of decision-making is Management
  - Not CPAC or CPOC
- ✔Authority delegated through management chain of command
- ✔Managers are responsible for accuracy of JD, classification decision, position management, and avoidance of misassignments

CLASSIFICATION AUTHORITY

- ✔Delegated through management chain
- ✔Training required prior to delegation
- ✔Delegation is to a person **NOT** a position
- ✔Delegate in writing
- ✔Delegation applies only to positions under the supervisory control of the manager
- ✔Delegation terminated if manager

CLASSIFICATION AUTHORITY

- ✔Cannot be delegated to someone on temporary assignment or detail
- ✔Managers may not classify their own position
- ✔Classification of positions which will impact the grade of the manager must be approved at a level in the chain of command which is beyond the possible impact

REGIONALIZATION

Classification to SECPOC 11/17/97

- ✔ Standard Processing Goals
- ✔ Identified Classifiers to service Ft Monroe
- ✔ Job Description Cover Sheet
- ✔ Documentation of Classification Rationale required for each position
- ✔ Position Classification Navigator
- ✔ Automated Master Files

GOAL

- SECPOC Classification Goals
  - ✔Review existing job descriptions
    - 5 workdays
  - ✔Review individualized job descriptions
    - 30 workdays

POCs

SECPOC Point of Contact

- ✔Shirley Brister - DSN 835-9606

JD COVER SHEET

- ✔ Cover sheet allows for electronic transmission and storage of new job descriptions
- ✔ Replaces DA 374 (job description form)
- ✔ Includes information relating to:
  - ⇛Organization Location
  - Title, Series, and Grade of the position
  - Standard Citation
  - Typed name of DCA manager
  - Date classified by DCA manager

CLASSIFICATION RATIONALE

1. Organizational Location: Command, DCS, Directorate, Division, Branch, Section, Installation

2. Reference: List standards used to determine title, series, and grade of the position.

3. Grade Determination: Briefly describe how you applied the grading criteria to determine the grade of the position.

4. Final Classification: Title, Pay Plan, Series

CLASSIFICATION ACTIONS

- ✔ PERSACTION - electronic SF-52
- ✔ Electronically attach and transmit
  - Job Description Cover Sheet
  - Revised duties
  - Classification rationale
  - Background material

POSITION CLASSIFICATION NAVIAGATOR

- ✔ Classification guide developed by SECPOC
  - ⇛Automated tools
    - Reviewing and developing job descriptions
    - Classifying position
    - Processes and procedures
- ✔ Available from CPAC Home Page - Classification

AUTOMATED MASTER FILE

- ✔ Developed by SECPOC
- ✔ Electronic copy of current job descriptions
- ✔ Available from CPAC Home Page - Classification
  - Select the installation
  - File directories based on series
  - File name (grade+job number)

FASCLASS

- ✔ Developed by DA
- ✔ Electronic copy of job descriptions - Implementation NLT 12/99
- ✔ http://secpoc.army.mil/fasclass
  - ⇛multiple search capability
  - ⇛text document includes job description cover sheet, duties, and classification rationale

AUTOMATION TOOLS

- ✔ PD Library - on CPAC Home Page
  - ⇛Accurately classified job descriptions
- ✔ COREDOC (http://www.cpms.osd.mil)
  - Develops job description and evaluation
- ✔ Civilian Personnel On line (CPOL) (http://cpol.army.mil)
  - General Classification Information

AUTOMATION TOOLS

- ✔ PERMISS (http://cpol.army.mil)
  - ⇛Publication of DA policies and guidance on personnel
- ✔ Regionalization and Systems Modernization (http://www.cpms.osd.mil)
  - Click on Regional and Sys Modernization Div
  - Click on Personnel Process Improvements
  - Download COREDOC User Manual

SUMMARY

Today:

✔ Director Level Training on DCA

Future:

✔ Delegation Memo to Directors

⇒ In-depth Training for Director or Staff Writers (8 hours)